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FOR ACTION

PROVISIONAL ANNOTATED AGENDA AND ORGANIZATION OF WORK

For the Executive Board session to be held at United Nations Headquarters from 22 April to 3 May 1991

SUMMARY

The present document contains the provisional annotated agenda for the 1991 regular session of the Executive Board. The annexes provide: (a) the provisional annotated agenda for the Programme Committee; and (b) the provisional annotated agenda for the Committee on Administration and Finance.

ORGANIZATION OF WORK

The general debate, which commences with statements by the Chairman of the Executive Board and the Executive Director, is expected to occupy the first two days. The Executive Director's response will be delivered on the morning of the third day. In accordance with the desire expressed by Board members in the past, policy papers will be reviewed in the course of the general debate, when general observations on the major policy, reporting and planning documents are invited.

Delegations are reminded that Executive Board decision 1987/1 sets a general time limit of 10 minutes for statements by delegations and stipulates that all meetings should begin promptly. It is anticipated that delegations will make only one major intervention in the general debate, while reserving more detailed observations on major issues for other agenda items during the meetings of the Programme Committee and the Committee on Administration and Finance. The latter both meet as committees of the whole; and it is expected that the Programme Committee will meet from 24 to 29 April and that the Committee on Administration and Finance will meet from 30 April to 2 May. In keeping with Executive Board decision 1989/1, interventions in the committees should be as brief as possible, not exceeding seven minutes, to allow for a true dialogue.

Time has been allocated for drafting sessions to negotiate, when necessary, draft recommendations emanating from policy papers or from the floor. Delegations are reminded of the following procedures, as decided by the Executive Board, governing the submission and consideration of draft proposals additional to those contained in the documentation: (a) the Chairman of the Board and/or the chairmen of the committees shall announce deadlines for submission of draft proposals to ensure sufficient time for translation and negotiations, bearing in mind the 24-hour rule; (b) deadlines for submission of draft proposals under each agenda item should be announced during the first days of each regular session of the Board in order to enable delegations to prepare draft proposals in a timely manner; (c) to the extent possible, deadlines for draft proposals should be set in connection with the discussion of the relevant agenda item and not later than two days before the end of the session; and (d) the Chairman of the Board and/or the chairmen of the committees will send proposals that do not enjoy consensus and, therefore, require more thorough examination, to open-ended drafting sessions.

The recommendations of the two committees that require Executive Board approval will be presented to the plenary on the last day of the session in brief oral statements by the respective chairmen. The chairmen of the Board and its committees will then present to the plenary for approval the results on draft resolutions and decisions that are not contained in the committee statements.

Prior to the closure of the session, the secretariat will endeavour to circulate draft reports of the proceedings of the committees. Executive Board members will be invited to submit their comments, if any, in writing to the Office of the Secretary of the Executive Board within two weeks, after which the reports will be cleared by the respective chairman prior to inclusion in the report of the Board.

DOCUMENTATION

There have been a number of changes in the format and periodicity of documentation as compared to that for the 1990 regular session.

In accordance with decisions taken by the Executive Board at its 1990 regular session, the following changes in documentation have been implemented: (a) every document submitted to the Board is prefaced with an executive summary in which the conclusions and recommendations, if any, are summarized; (b) wherever possible, reports on specific subjects called for by Board members are incorporated in the Executive Director's annual report; (c) regional reports are no longer than six pages and report and analyse major new trends and developments of the past year in the region; (d) in preparing country programme recommendations, stand-alone proposals for supplementary funding are clustered according to region or main theme; (e) the medium-term plan (except for the financial plan and related recommendation) and the use of global funds (including the interregional fund for programme preparation, promotion and evaluation) will be considered on a biennial basis after 1990; and (f) the International Child Development Centre will be considered on a biennial basis from 1991. In addition, the Bureau established the following maximum page lengths for country programme recommendations: 12 to 14 pages for smaller recommendations and 16 to 18 pages for others.

AGENDA

1. Adoption of the agenda

Introductory statements will be made by the Chairman of the Executive Board and the Executive Director.

2. General debate

As a basis for the debate, the Executive Board will have before it, inter alia, the following documents:

(a) Report of the Executive Director (E/ICEF/1991/2 (Parts I and II));

(b) Plans and programmes for achieving the goals and strategies of the World Summit for Children Declaration and Plan of Action (E/ICEF/1991/12);

(c) Implementation of the Convention on the Rights of the Child (E/ICEF/1991/L.7);

(d) Progress achieved in universal child immunization (E/ICEF/1991/L.8) and progress achieved in universal child immunization: country-specific examples (E/ICEF/1991/L.8/Add.1);

(e) UNICEF external relations: a review (E/ICEF/1991/L.4);

(f) Progress report on achievements made in the implementation of UNICEF policy on women in development (E/ICEF/1991/L.5);

(g) UNESCO/UNICEF Joint Committee on Education report (E/ICEF/1991/L.13) and note of the Executive Director on the report (E/ICEF/1991/L.14);

(h) Revised budget estimates for the biennium 1990-1991 and budget estimates for the biennium 1992-1993 (E/ICEF/1991/AB/L.1 and Add.1) and the report of the Advisory Committee on Administrative and Budgetary Questions (ACABQ) on the budget estimates (E/ICEF/1991/AB/L.10);

(i) Interim financial report and statements for the year ended 31 December 1989 (E/ICEF/1991/AB/L.7);

(j) Financial report and audited financial statements of UNICEF for the year ended 31 December 1989 and report of the Board of Auditors (Official Records of the General Assembly, Forty-fifth Session, Supplement No. 5B (A/45/5/Add.2));

(k) Report of ACABQ on the 1989 financial reports and audited financial statements and reports of the Board of Auditors relating to UNICEF (A/45/570 and Corr.1).

A compilation of summaries of major policy documents is contained in document E/ICEF/1991/L.11. The attention of delegations is also drawn to the State of the World's Children Report, 1991 and the 1991 UNICEF annual report, which contain useful background information.

3. Statements by the chairmen of the Programme Committee and the Committee on Administration and Finance

The recommendations of the Programme Committee and the Committee on Administration and Finance requiring Executive Board approval will be presented to the plenary session in brief statements by the respective committee chairman.

4. Adoption of resolutions and decisions

The chairmen of the Executive Board and its committees will present to the plenary the results of negotiations on draft resolutions and decisions that are not included in committee statements.

5. Preparation for future sessions and review of documentation

Under this sub-item, members can make observations regarding substantive matters proposed for the 1992 and subsequent sessions and on the conduct of business at the 1992 session.

The Chairman's draft proposal on revised criteria for election of UNICEF representatives on joint committees is contained in document E/ICEF/1991/CRP.5.

6. Other business

7. Concluding remarks

Concluding remarks will be made by the Executive Director and the Chairman of the Executive Board.

Suggested timetable and order of business for Executive Board and committee sessions, 22 April-3 May 1991

		MONDAY, 22 APRIL
10 a.m.-1 p.m.	Item 1:	Adoption of the agenda
	Item 2:	General debate
3 p.m.-6 p.m.	Item 2:	General debate (continued)
		TUESDAY, 23 APRIL
10 a.m.-1 p.m.	Item 2:	General debate (continued)
3 p.m.-6 p.m.	Item 2:	General debate (continued)
		WEDNESDAY, 24 APRIL
10 a.m.-1 p.m.	Item 2:	General debate (continued) Executive Director's response
		* * *
3 p.m.-6 p.m.		Programme Committee
6.15 p.m.-9 p.m.		Programme Committee (continued)
		THURSDAY, 25 APRIL
10 a.m.-1 p.m.		Programme Committee (continued)
3 p.m.-6 p.m.		Programme Committee (continued)
		Drafting session I a/
		FRIDAY, 26 APRIL
10 a.m.-1 p.m.		Programme Committee (continued)
3 p.m.-6 p.m.		Programme Committee (continued)
6.15 p.m.-9 p.m.		Programme Committee (continued)

		MONDAY, 29 APRIL
10 a.m.-1 p.m.		Programme Committee (continued)
3 p.m.-6 p.m.		Programme Committee (concluded)
		Drafting session II a/
		TUESDAY, 30 APRIL
10 a.m.-1 p.m.		Committee on Administration and Finance
3 p.m.-6 p.m.		Committee on Administration and Finance (continued)
		Drafting session III a/
		WEDNESDAY, 1 MAY
10 a.m.-1 p.m.		Committee on Administration and Finance (continued)
3 p.m.-6 p.m.		Committee on Administration and Finance (continued)
		Drafting session IV a/
		THURSDAY, 2 MAY
10 a.m.-1 p.m.		Committee on Administration and Finance (continued)
3 p.m.-6 p.m.		Committee on Administration and Finance (concluded)
		FRIDAY, 3 MAY
10 a.m.-1 p.m.	Item 3:	Statements by the chairmen of the Programme Committee and the Committee on Administration and Finance
	Item 4:	Adoption of resolutions and decisions
3 p.m.-6 p.m.	Item 5:	Preparation for future sessions and review of documentation
	Item 6:	Other business
	Item 7:	Concluding remarks by the Executive Director and the Chairman of the Executive Board

a/ In accordance with Executive Board decision 1990/1, drafting sessions will be held at night or in parallel with regular sessions of the Programme Committee and/or the Committee on Administration and Finance, as required.

Annex I

PROVISIONAL ANNOTATED AGENDA FOR THE PROGRAMME COMMITTEE, 24-29 APRIL 1991

1. Adoption of the agenda

2. Role of UNICEF in the implementation of the Convention on the Rights of the Child
[for review and Board approval]

As requested by the 1990 Executive Board, a report on the role of UNICEF in the implementation of the Convention on the Rights of the Child is submitted to the 1991 Board (E/ICEF/1991/L.7).

3. World Summit for Children
[for review]

The report on UNICEF plans and programmes for achieving the goals and strategies of the Summit Declaration and Plan of Action (E/ICEF/1991/12) will be submitted to the Executive Board for review (for the revised budget estimates, see annex II to the present document, item 4).

4. Progress achieved in universal child immunization
[for review]

A report on the overall achievements in universal child immunization (UCI) to the end of 1990 is contained in document E/ICEF/1991/L.8 and Add.1.

5. Proposals for UNICEF cooperation and programme reviews
[for review and Board approval]

As requested during the 1986 Executive Board session, in-depth presentations will be made of one or two country programme recommendations in each region:

(a) Asia:

(i) East Asia and the Pacific;

(ii) South Asia;

(b) Africa:

(i) West and Central Africa;

(ii) Eastern and Southern Africa;

(c) Middle East and North Africa;

(d) The Americas and the Caribbean;

(e) Interregional and others.

As initiated during the 1988 Executive Board session, in order to gain time for the consideration of programmes and programme policy, the reports of the regional directors will be taken as read, rather than presented verbally. Following the country presentations, however, the regional directors will make brief statements setting the new country programme recommendations in the regional context. There will also be opportunities, outside the scheduled meetings of the Executive Board, for interested Board members to have informal discussions with the regional directors and other field staff present. In addition, informal meetings on the topics of particular interest to the Board will be scheduled between 9 a.m. and 10 a.m. during the session.

Documents for individual country programme recommendations, and regional, subregional and interregional recommendations are issued in documents E/ICEF/1991/P/L.3-E/ICEF/1991/P/L.39. The summary of 1991 recommendations for general resources and supplementary funding programmes (known informally as the "round-up") is contained in document E/ICEF/1991/P/L.2. The report on the use of general resources is contained in document E/ICEF/1991/P/L.40.

6. Bamako Initiative
[for review]

At its 1990 session, the Executive Board requested the Executive Director to report on the implementation of decision 1990/15 on the Bamako Initiative. This is contained in document E/ICEF/1991/L.6.

7. Emergency operations
[for review]

Report on emergency operations (E/ICEF/1991/11); report of the Executive Director (E/ICEF/1991/2 (Parts I and II)); regional reports (E/ICEF/1991/5-E/ICEF/1991/10); and the "round-up" (E/ICEF/1991/P/L.2).

8. Women in development
[for review]

As requested by the Executive Board at its 1990 session, a progress report on achievements made in the implementation of UNICEF policy on women in development is submitted to the 1991 session for review (E/ICEF/1991/L.5).

9. UNICEF external relations: a review
[for review]

In its decision 1990/14, the Executive Board requested the Executive Director to review the role, functions and resources of the Geneva Office and to present a report thereon to the Board at its 1991 session. The Board also requested the Executive Director to clarify the role and functions of the external relations units mentioned in the evaluation study as requiring better definition. This information is contained in document E/ICEF/1991/L.4.

10. Progress report on the International Child Development Centre at the Spedale degli Innocenti, at Florence, Italy
[for review]

At its 1990 session, the Executive Board requested that a progress report on the International Child Development Centre at the Spedale degli Innocenti, at Florence, Italy, be submitted to the Board at its 1991 session and every two years thereafter (E/ICEF/1991/L.9).

11. Report of the UNESCO/UNICEF Joint Committee on Education
[for review and Board approval]

The report of the second session of the UNESCO/UNICEF Joint Committee on Education, held in Paris from 26 to 28 October 1990, is contained in document E/ICEF/1991/L.13. The observations of the Executive Director are contained in document E/ICEF/1991/L.14.

12. Report of the UNICEF/WHO Joint Committee on Health Policy
[for review]

The report of the biennial meeting of the UNICEF/WHO Joint Committee on Health Policy, held at Geneva from 28 to 30 January 1991, is contained in document E/ICEF/1991/L.15, and the note by the Executive Director on the report is contained in document E/ICEF/1991/L.16.

13. Other business

Provisional timetable for the Programme Committee, 24 to 29 April 1991 a/

		WEDNESDAY, 24 APRIL
12 p.m.-1 p.m.	Item 1:	Adoption of the agenda (introductory remarks by the Deputy Executive Director, Programmes)
	Item 2:	Convention on the Rights of the Child
3 p.m.-4 p.m.	Item 2:	Convention on the Rights of the Child (continued)
4 p.m.-6 p.m.	Item 3:	World Summit for Children
6.15 p.m.-9 p.m.	Item 4:	Progress achieved in UCI
		THURSDAY, 25 APRIL
10 a.m.-1 p.m.	Item 5 (a):	Proposals for UNICEF co-operation and programme reviews, Asia
3 p.m.-6 p.m.	Item 5 (b): and Item 6:	Africa The Bamako Initiative
		Drafting session I
		FRIDAY, 26 APRIL
10 a.m.-1 p.m.	Item 5 (c):	Middle East and North Africa
3 p.m.-5 p.m.	Item 5 (d):	The Americas and the Caribbean
5 p.m.-6 p.m.	Item 5 (e): and Item 7:	Interregional and others Emergency operations
6.15 p.m.-7.30 p.m.	Item 5 (e): and Item 7:	Interregional and others (continued) Emergency operations (continued)
7.30 p.m.-9 p.m.	Item 8:	Women in development

		MONDAY, 29 APRIL
10 a.m.-12 p.m.	Item 9:	External relations review
12 p.m.-1 p.m.	Item 10:	International Child Development Centre
3 p.m.-4.30 p.m.	Item 11:	Report of the UNESCO/UNICEF Joint Committee on Education
4.30 p.m.-5.30 p.m.	Item 12:	Report of the UNICEF/WHO Joint Committee on Health Policy
5.30 p.m.-6 p.m.	Item 13:	Other business
		Drafting session II

a/ In accordance with Executive Board decision 1989/1, interventions should be as brief as possible, not exceeding seven minutes, to allow for a true dialogue.

Annex II

PROVISIONAL ANNOTATED AGENDA FOR THE COMMITTEE ON ADMINISTRATION AND FINANCE, 30 APRIL-2 MAY 1991

1. Adoption of the agenda

2. Financial plan, 1991-1994
[for review and Board approval]

In its decision 1990/1, the Executive Board decided to consider the medium-term plan on a biennial basis, with the exception of the financial plan and related recommendation. Accordingly, the medium-term plan for the period 1991-1994 (E/ICEF/1991/3) contains only the financial medium-term plan for 1991-1994 and the related recommendation.

3. Financial reports
[for review and noting]

These reports include:

(a) The interim financial report and statements for the year ended 31 December 1990 (E/ICEF/1991/AB/L.7);

(b) Financial report and audited financial statements of UNICEF for the year ended 31 December 1989 and report of the Board of Auditors (Official Records of the General Assembly, Forty-fifth Session, Supplement No. 5B (A/45/5/Add.2 and Corrigendum));

(c) Report of ACABQ on the 1989 financial report and audited financial statements and reports of the Board of Auditors relating to UNICEF (A/45/570 and Corr.1);

(d) Report to the United Nations Board of Auditors and ACABQ regarding specific measures taken to implement previous recommendations of the Board of Auditors (E/ICEF/1991/AB/L.3);

(e) Review of expenditures in excess of commitments and unspent commitments for completed projects financed by supplementary funds (E/ICEF/1991/AB/L.12).

4. Revised budget estimates for the World Summit for Children and Summit-related mobilization activities
[for review]

The revised budget estimates for the World Summit for Children and Summit-related mobilization activities are contained in document E/ICEF/1991/AB/L.8.

5. Headquarters office accommodation
[for review and Board approval]

In its decision 1990/25, the Executive Board at its 1990 session, requested the Executive Director to submit, through ACABQ, a review and analysis of New York headquarters office requirements (E/ICEF/1991/AB/L.9). The report of ACABQ on the above is contained in document E/ICEF/1991/AB/L.10.

6. Budget estimates
[for review and Board approval]

The revised budget estimates for the biennium 1990-1991 and budget estimates for the biennium 1992-1993 are contained in document E/ICEF/1991/AB/L.1.

The report of ACABQ on the budget estimates is contained in document E/ICEF/1991/AB/L.10.

7. UNICEF staffing
[for review]

The annual report on the composition of all international Professional core staff and international Project staff by title, grade, duty station and nationality as of 1 January 1991 is contained in document E/ICEF/1991/AB/L.2.

8. Revised model Basic Co-operation Agreement
[for review and Board approval]

As requested at the 1990 session of the Executive Board (decision 1990/34), a recommendation for a revised model Basic Co-operation Agreement between UNICEF and Governments (E/ICEF/1991/L.1 and Add.1) is submitted to the Board for approval.

9. Greeting Card Operation 1991 work plan and proposed budget
[for review and Board approval]

The GCO 1991 work plan and proposed budget are contained in document E/ICEF/1991/AB/L.6, along with a draft recommendation for the Committee's consideration.

10. Greeting Card Operation financial reports
[for review and noting]

Major documents for this item are the GCO financial report for the 1989/90 season (E/ICEF/1991/AB/L.5) and the GCO provisional report of the 1990 season (E/ICEF/1991/AB/L.4).

11. Other business

Provisional timetable for the Committee on Administration and Finance, 30 April-2 May 1991 a/

		TUESDAY, 30 APRIL
10 a.m.-11 a.m.	Item 1:	Adoption of the agenda (introductory remarks by the Deputy Executive Director, Operations)
11 a.m.-1 p.m.	Item 2:	Financial plan, 1991-1994
	Item 3:	Financial reports
3 p.m.-6 p.m.	Item 4:	Revised budget estimates for the World Summit for Children and Summit-related mobilization activities
	Item 5:	Headquarters office accommodation
		Drafting session III
		WEDNESDAY, 1 MAY
10 a.m.-12 p.m.		Administration response to agenda items 2-5
12 p.m.-1 p.m.	Item 6:	Budget estimates
3 p.m.-6 p.m.	Item 6:	Budget estimates (continued)
		Drafting session IV
		THURSDAY, 2 MAY
10 a.m.-1 p.m.	Item 6:	Budget estimates (continued)
3 p.m.-6 p.m.	Item 7:	UNICEF staffing
	Item 8:	Revised model Basic Co-operation Agreement
	Items 9 and 10:	Greeting Card Operation: 1991 work plan and proposed budget, and financial reports
	Item 11:	Other business
		Administration response to agenda items 6-10

a/ In accordance with Executive Board decision 1989/1, interventions should be as brief as possible, not exceeding seven minutes, to allow for a true dialogue.